

# First Class Email – Quick Overview

Created by Jennifer Jensen – CSE – August 2008








You can access your First Class Email via the icon on your dock.

If you are away from your computer, you can login via the Internet. On the district homepage, scroll down to the “Staff Links” section and click on “Email.” You also have the ability to download and install the First Class software on your home computer – whether it’s a MAC or PC. You will use your DCSD Single Sign-On username & password to access your email.

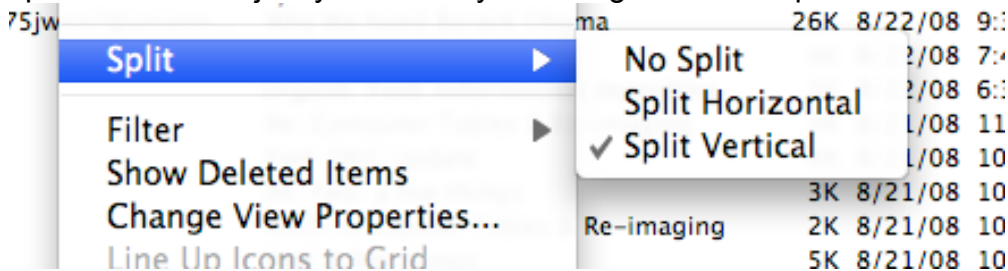
## DESKTOP

After logging into First Class, you will see your Desktop. Here is a quick overview of the icons you will use on a regular basis:

<b>MAILBOX</b>  The red flag indicates you have new mail.	 Mailbox
<b>CONTACTS</b>  You can set up single contacts as well as groups.	 Contacts
<b>CSE MASTER CALENDAR</b>  You will be responsible for checking this calendar on a regular basis.	 CSE Master Calendar
<b>SCHOOL RESOURCES</b>  Connects you to a number of resources posted by various district departments.	 School Resources
<b>TECH EQUIPMENT</b>  You will check out all equipment including mobile carts, slates & cameras using First Class Calendars.	 <u>Blue Cart</u>

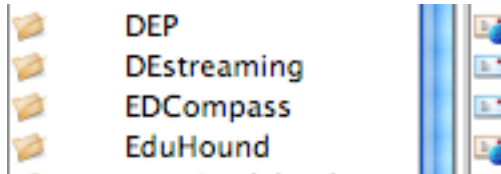
## VIEW WITHIN MAILBOX

Once in your Mailbox, you have three ways to view your mail – vertical split, horizontal split or no split. You can adjust your view by selecting “View” > “Split” > and then selecting what you want.



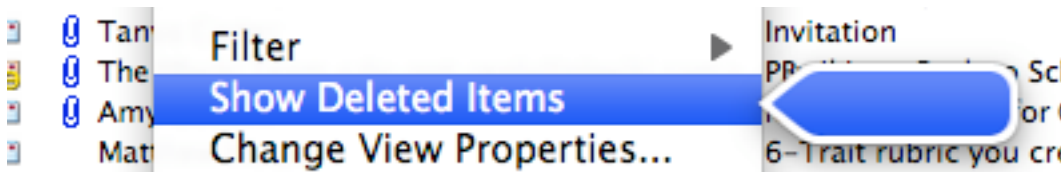
## CREATING FOLDERS FOR ORGANIZATION

To help you organize your email, consider creating folders. You have two ways to create a new folder. You can click on “File” > “New” > “Folder”  
You will then need to select a name for your folder.

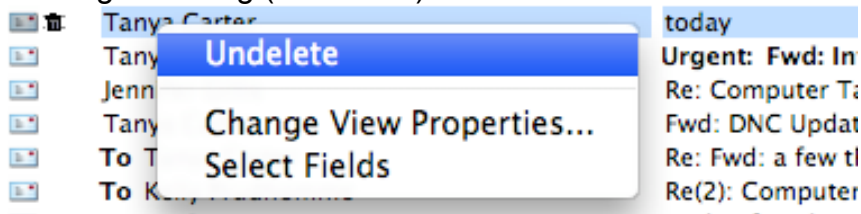


## VIEWING DELETED EMAIL

You also have the ability to view recently deleted email. To do this, click on “View” in your menu bar and then select “Show Deleted Items.” Note that deleted email will be purged from the system within a couple of days.



If there is an email you want to Undelete, you can do this by clicking on the email once to select it and then right clicking (ctrl – click) the email. A new window will open and simply select “Undelete.”

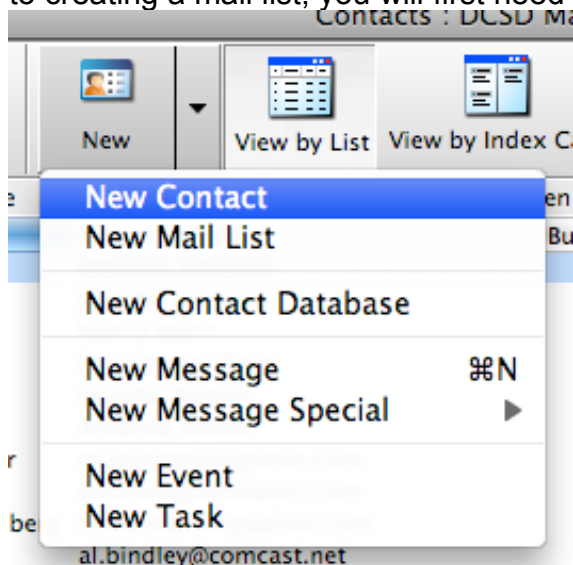


## IMPORTANT EMAIL

Email is not kept within the Mailbox indefinitely. If you have an important email that you want to keep “forever” you will want to print the email.

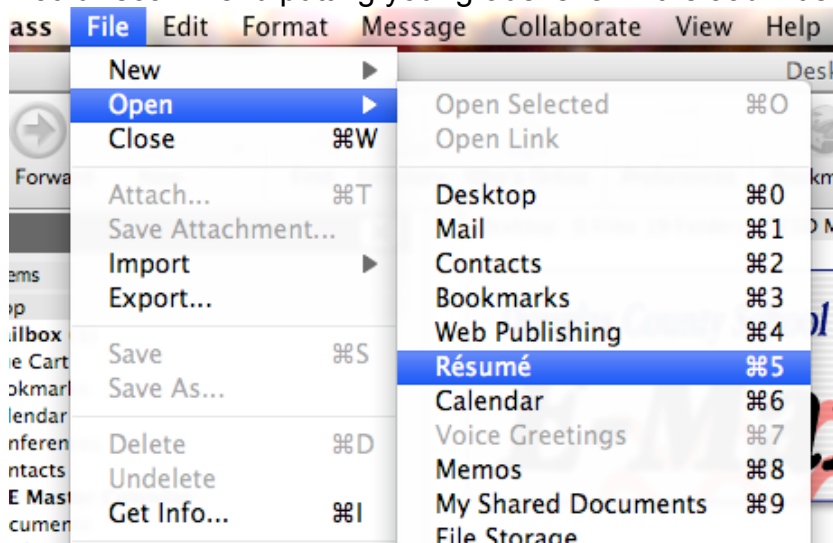
## CONTACTS

Keep your email addresses organized and at your fingertips. You can create a single new contact and/or a mail list. This is a great way to quickly and easily contact your grade level or parents. Prior to creating a mail list, you will first need to add the individuals as contacts.



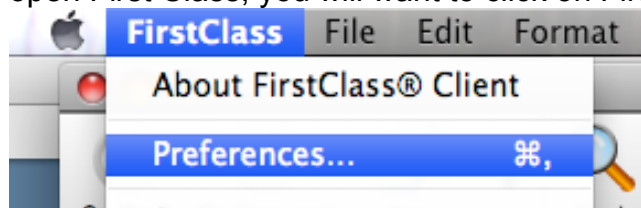
## RESUME

It's good to keep our First Class Resume updated. It allows folks to identify you. To access your resume, click on File, Open and Resume. Complete as much of the Resume as you would like. I would recommend putting your grade level in the Job Title and then Clear Sky in the company box.

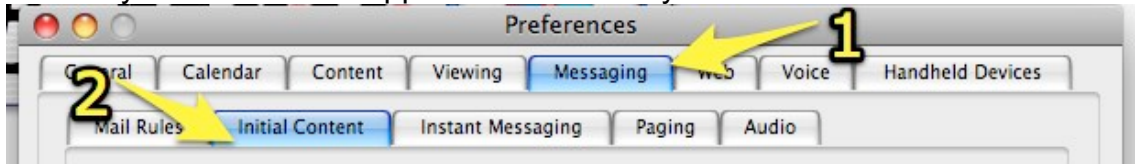


## SIGNATURE

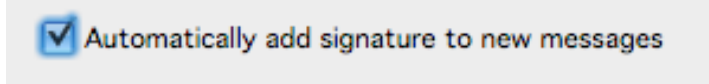
Personalize emails with your signature. This is an easy feature to use in First Class. When you first open FirstClass, you will want to click on FirstClass and then Preferences. A new window will open.



In that new window you will want to click on Messaging and then Initial Content. You can now enter the text you would like to appear at the end of your emails.



Be sure to select the box to automatically add this signature to your emails. After you are done, be sure to click “Apply,” to save what you have just done.



## WHO'S ONLINE



View who is currently online within First Class. When you click on this icon, a list of those people will appear. You can even view their resume or send them an instant message.

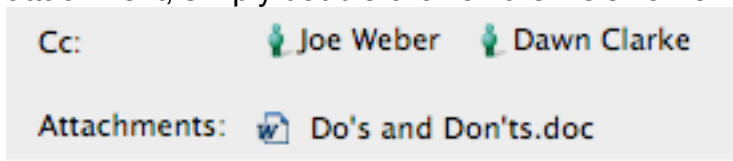
## ATTACHMENTS

You can save and or send attachments with First Class.

When you want to send an attachment, simply click on the “Attach” icon. You will then be asked to find the location of the file you want to send.



If you receive an email with an Attachment, it will show up just above the message. To access the attachment, simply double click on the file's name.



## HELP

If you get stuck, you can search the “Help” section of First Class. Just click on the Help icon

You will then want to click on the Help “Contents” icon and enter the topic you are wanting help with.

